

Mainframe 1ST Shift

*Check every 15 Mins

- A. TSO = DA OJOB
- B. TSO = /D SMF
- C. CA-7 = LIST
- D. CA-7 = XQJ,FILL=X
- E. CA-7 = LRDYP,LIST=Status, (Shift F12)

*First thing in the morning

- A. CA-7
 - a. SSCAN – Make sure it has the correct Julian date and next time.
- B. TSO
 - a. PR – Make sure PRT17 is inactive if not then press S.
- C. TSO – Checklist
 - a. Sysname agf*, DA, Pre P03*00D - check to see if jobs are listed.
 - i. P03400D, P03500D, P03600D, P03700D, P03800D, P03900D
 - b. DA, Pre DB* - total should be 48,49.
 - c. DA, PRE MQ* - total should be 12,13.
 - d. DA, Pre DTS* - total should be 4.
 - i. If DTSMGR crashes, go to the prod console and type (S DTSMGR) and restart the system. To start DTSMGRU go to Dev console and type (DTSMGRU). Then email (IT Operators and cc Deborah Wade)
- D. Score (File Review – do by 6.05), if Sunday does by 8am
 - i. Go to AO1CIC40, hit page break then type (UAAA ZOGLOB HDATE) AND MAKE SURE IT SHOWS TODAY'S DATE.
- E. Positive Pay (Starts at 6:45am)
 - a. Make sure it states success in FTP's. Job P77605D. Type (LRLOG, JOB=P77605D)
- F. Old National Bank (Do before 7)
 - a. TSO – (Pre P98556D), ST, place? next to Jobname Then tab down to SYS011-XLB35501, S
 - i. Then do M F8 and then F7 for total credit amount.
- G. Spool \$D (Do before 7)
 - a. Type /\$d spool in TSO, then type (U) to find percent Spool Utilization needs to be under 40%.
- H. Checks in Mobius before 8am
 - a. Grab insurance checks (Claim + Admin) and go to the Mobius Repositories to confirm that the first and last stock number match. Also check the first and last check number.

- b. Then write down valid stock and check number in binder along with void checks in the line underneath it. Place in envelope and verify numbers with email later.
 - c. Beginning first day of the **MONTH** take all logs and emails and give them to production services.
- I. ZoPays (P03400D – 8AM + 11AM)**
- a. TSO – Pre P03400D. DA. Next to job name (?). Then next to (S) JESMSG LG, M F8
 - i. Time 1 –
 - ii. Time 2-
- J. Eft DealerTrack P76728D (9:15)**
- a. TSO – APCDOC, by Freeform type (S), Then Type (L trans), then type (S) by Transmis, after that type (F CMS). Shift F5 over until you see file (CMS_ReturnFile).
- K. Job (P98711D XYCR Insurance Job) 10:30**
- a. In CA-7 do LPRRN, Job=(Jobname) or LRLOG, Job=(Jobname)
 - b. If it did not run BY 1 In TSO type (jobd P98711d), then F8 all the way down to **Deadline Time Instructions** and call the person in Insurance Systems group.
- L. Irving Checks (Only on Wed at 12)**
- a. Put checks in printer and confirm the check number matches what they have sent via team's chat.
- M. Abend Report (2:30pm)**
- a. In TSO type 3 and then 4. Then in Dsname type (xo111.pds.data). Then type (B) next to it. After that by Abend type (E). then change Julian data to today's data in both areas. Then type (SUB), and then go back and do a (Pre xo111), then type (O)
 - b. To delete an abend report type (P) next to it.
- N. Job Waiting on Dataset (2pm)**
- a. CA7—type (xqm,list=e). Then type (X) next to each job
- O. 1st Shift Turnover (3:00pm)**
- a. Include ZOPAYs times and if there are any issues.
- P. Job P76144D (3:05PM) FTP = ftsi0160c_ACH02_OMRGIRO**
- a. CA-7: Check to see if it ran type (LRLOG, Job=P76144D) make sure it rain 2x since midnight
- Q. Shift1 checklist (3:10) list**
- a. Shift 1 then F8 down to SHIFT1. Next to it type (X) and go through the list and place a X on the task that have been completed.

**Task throughout the Day*

A. Demand job with SCHID.

- a. CA-7 - Demandh, job= (Jobname), schid= xx, = Then hit F1 and release it

B. Demand job with Triggers (Jobs that end with R)

- a. CA-7 – Demandh,Job=(Jobname). Then type (XQM) and place X by jobname. Then Type (LACT) to see if it started and check wall monitors to make sure it has started and completed
- C. Place a user hold to a job not in the que.**
 - a. In CA-7, type XQM to see if CA7USR to see if the queue is available, if not then demand it in with (Demandh,job=CA7USR), in line 200 with the ??? enter the job name and then go to the top and replace PF with (SR). Then post (X) the requirements. After do (LJOB,job=JobnameList=RQMT).
- D. Post User requirements.**
 - a. Shift 1 and find job name and Place a (X) by it. Then place (X) on jobname to post the requirements). Type (LIST) to make sure it went successful.
- E. Resubmit a job.**
 - a. Shift F1 and F next to the jobname. Type 4.0 per (Person's name). Then place X next to resubmit.
- F. Requeue a Job**
 - a. CA-1 type (REQUEUE,Job=(Jobname). This will be done when a job has a Skeleton status.
- G. Restart a Job a job at a certain step.**
 - a. TSO – Pre jobname, then Type (O) and then type (S) on Jobname. After that go to CA-7 and put a (F) next to the Jobname. Enter 4.0 and person's name. Then put a (x) next to CA-11 restart, (Y) next to BYPGDG.
- H. Force Complete a job.**
 - a. Shift F1 and F next to the jobname. Type 8.0 per (Person's name). Then place x next to force complete.
- I. Place job on Hold that is in the queue currently**
 - a. Go to XQM, then type H next to the Job.
- J. Cancel a Job (Development only)**
 - a. TSO = /Cancel, job=(Jobname), then in CA-7 shift F1 and place (X) next to the Jobname.
- K. Bring down a Region.**
 - a. TSO type (O), DA, Pre (Jobname), /P (Jobname) and hit enter until it is gone. Go back to DA to verify.
- L. How to check what is holding up a Job**
 - a. TSO- TSO ENQ, ENQ, ENQ
- M. Bring up a Region.**
 - a. Type /s (Jobname) when it shows listed then it is back up. Type DA to verify.
- N. Bounce a Region.**
 - a. TSO type /ssm fcycle job=jobname, go to TSO and type (DA), then pre (jobname). Type S in front of the Job.
- O. How to see Important Jobs and relative FTP File Name**
 - a. TSO – Type (APCDOC), Then put (S) next to freeform. After that type (L Transmis) then put a (S) next to transmis. Once that happens you can do a

F(filename) or F(Jobname) to search the page to find the FTP or Job you are looking for.

P. How to view the Structure of a Job (FSTRUC,JOB=)

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FSTRUC,JOB=T19854R
FSTRUC                                     DATE 06-20-24  PAGE 0001
                                     NETWORK STRUCTURE FOR CA-7 JOBS
                                     START TIME : 06-20-24 AT 1104 HRS

LEV#      JOB NAME          SYS   START DTTM  END DTTM  TRIGGERING JOB/DSN/SID
--- T19854R ..... CBI      24172/1104 24172/1108          :001
001  T19855R ..... CBI      24172/1108 24172/1112  T19854R          :001
002   T19856R ..... CBI      24172/1112 24172/1116  T19855R          :001
003    T19857R ..... CBI      24172/1116 24172/1120  T19856R          :001
004     T19858R .... CBI      24172/1120 24172/1124  T19857R          :001

SFC1-00 REQUEST COMPLETED AT 11:04:03 ON 24.172
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Q. How to see if a job is on Hold.

- a. LJob,job=jobname,list=NODD